



Finance
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NOTICE

Upon receiving this proposal by internet, email julia.vosnock@wilmingtonnc.gov to register as a prospective respondent. Failure to register as a prospective respondent may result in your firm not receiving proposal addenda. Failure to acknowledge proposal addenda with your submittal may cause your proposal to be considered non-responsive.

REQUEST FOR QUALIFICATIONS (RFQ)

Applications for prequalification of bidders will be received by the City of Wilmington at the Purchasing Manager's Office, 305 Chestnut Street, 5th Floor, Wilmington, NC 28401 until 5:00 p.m., local time, September 16, 2009 for the North Front Street Streetscape & Utility Rehabilitation. Five (5) copies must be submitted.

Special Prequalification North Front Street Streetscape & Utility Rehabilitation

The Front Street Improvement project is to be executed in a busy Historic Central Business District (CBD). The improvement project is a combined project with water and sewer underground utility replacement and a complete streetscape demolition and replacement from building to building and complete replacement of traffic signal equipment at the Market Street Intersection. The project is designed to upgrade utilities and traffic signals while removing, replacing and enhancing the street and sidewalk features. The project will provide upgrades to street furnishings including but not limited to new lighting, electrical service, benches, trees and bicycle racks. The design includes wider sidewalks with decorative brickwork and narrower intersections to better accommodate pedestrian activity. The project construction schedule will start at the Market Street intersection going north in the 000 and 100 blocks thru the Chestnut Street intersection. This project intends to completely replace the 16-inch water and 8-inch sewer mains and services while replacing select sections of the stormwater system. This underground work must be conducted around existing water, sewer, stormwater, gas and telephone duct banks while maintaining full service and pedestrian access to over 35 businesses and many office buildings and residential units. The utility and streetscape work is designed to occur in 3 stages with the initial shutdown of the entire street occurring at the Market Street intersection into the first block. The City will coordinate with the contractor to expedite work across the intersections, to the extent practical, to minimize lane closures and disruption to the flow of vehicles. Throughout all stages of the project, ADA compliant pedestrian access will be provided to local businesses and residents. Generally, after the utility improvements are made, the streets will be returned to traffic and the sidewalk work will commence. This project is expected to start in January 2010 and last approximately eight months or less.

In order to prequalify for this project, the contractor must have a completed prequalification package on file with the City of Wilmington. In addition to the City's prequalification package, the contractor must also provide the following information which is specific to this project.

EVALUATION CRITERIA

In order to prequalify, the Contractor shall have completed a minimum of three water and sewer replacement or rehabilitation project; and completed a minimum of two street build or restoration (streetscape) improvement projects in the past 10 years. Contractor shall have provided traffic control and pedestrian access, as well as implemented a public information effort on at least one of the referenced projects. Any Contractor submitting an application must provide a response or documentation to each of the following items listed below:

1. **Contractor's License** – Attach a copy of the Applicants North Carolina Contractors License, or attach a statement about Applicant's ability to acquire one in a timely fashion consistent with the project schedule.

2. **Financial Data**
 - a. Submit your organization's most recent audited financial statements for a three-year period. Complete balance sheets and income statements must be included. The statements shall be enclosed in a separate sealed envelope and included in the application package and it should be noted if the statement is for a parent company.
 - b. Has the applicant, or any affiliate, ever been denied bonding or had bonding revoked?
Yes___ No___
If yes, provide details on a separate sheet for each instance.
 - c. **Bonding Capacity/Statement** – Attach a signed statement from Applicant's Surety stating that, based on present circumstances, the surety will be willing to provide bid, performance and payment bonds for the applicant in connection with the Project.
Total bonding capacity \$ _____
Available bonding capacity \$ _____

3. **Water/Sewer Utility and Street work Reference List** –
Provide information on Attachment A. Contractor shall provide a reference list of three similar utility and streetscape projects in the past ten years including the following data: project name, owner, engineer and/or construction manager, contract dates, description, contract values, bonding company and subcontractors. In the description, denote which projects have been performed in a downtown Commercial Business District with residents and merchants in the project area.

4. **Contractor Experience and Protocol** -

- a. Explain your company protocol for digging within heavily congested underground utilities and protecting other structures, including gas, electric and telephone utilities.
- b. Explain the company protocol for working with AT&T (telephone) and Piedmont Natural Gas (gas) and Progress Energy (electric).
- c. Explain experience in managing pedestrian safety and access in an around work sites. Provide details of barricade devices and dates of projects.
- d. Explain approach to managing project schedules and site communication. Include all efforts that are utilized within the office as well as the field.
- e. Explain approach to managing project costs and change orders.
- f. How does your site manager keep track of project productivity?
- g. How does your company keep track of monthly pay items on construction contracts?
- h. How does your company perform paving operations?
- i. What categories and limits are you pre-qualified with CFPUA?
- j. List all type of work that you would expect to complete with in-house forces.
- k. List all type of work that you expect to complete with sub-contractors.

5. Personnel Qualifications/Experience –

- a. Submit a copy of the applicant's organizational chart for those employees expected to oversee, participate and perform work on this project. Identify key personnel for project and attach resumes for project manager, superintendent, and site foreman and include years of construction experience, emphasizing experience on similar projects, including previous employers and positions.
- b. Describe the number of hours the expected Project Manager and Site Superintendent is expected to be on site during construction. Describe a possible public relations plan and signage plan for adjacent businesses and visitors and shoppers.

5. Safety Performance –

- a. Loss Ratio (if available)
- b. Accident Frequency Rates

- c. A list of OSHA citations levied during the past five years. Describe the infractions and indicate whether there was a warning or fine imposed and the dollar amount of each.
- d. Details from your organization's latest OSHA reports indicating:
 - Number of lost workday cases
 - Number of restricted workday cases
 - Number of cases with medical attention only
 - Number of fatalities

6. **Claims/Final Resolution/Judgments** – Have any of the following actions occurred on, or in conjunction with, any project performed by the applicant, any affiliate, or their officers, partners or directors in the last five years?
- a. Legal Action Implemented by Contractor against Owner Yes___ No___
 - b. Legal Action Implemented by Contractor against Engineer Yes___ No___
 - c. Legal Action Implemented by Contractor against Subcontractor Yes___ No___
 - d. Legal Action Implemented by Owner Yes___ No___
 - e. Legal Action Implemented by Subcontractor Yes___ No___
 - f. Settlement or Close Out Agreement in effect with Owner Yes___ No___
 - g. Judgments Yes___ No___
 - h. Arbitrations Yes___ No___
 - i. Mediations Yes___ No___

If the answer to any of items above is yes, provide details on a separate sheet for each instance.

7. **Failure to Complete - Applicant** – Has your organization ever failed to complete any work awarded to it? This includes termination for the convenience of the Owner or any other reason for failing to complete a project. Yes___ No___

If yes, provide details on a separate sheet for each instance.

8. **Failure to Complete - Partner/Officer** – Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract or failed to complete a construction contract handled in his or her own name? This includes termination for the convenience of the Owner or any other reason for failing to complete a project. Yes___ No___

If yes, provide details on a separate sheet for each instance.

9. **Debarment Status** – Has the applicant, or any affiliate, ever been the subject of any of the following actions:
- a. Debarment..... Yes___ No___
 - b. Deletion from a Prequalified Bidders List Yes___ No___
 - c. Other action which resembles debarment Yes___ No___

If yes, provide details on a separate sheet for each instance.

Interested contractors that have not yet completed the basic Prequalification package may download this package from the City WEB site at www.wilmingtonnc.gov and submit the

completed package to my attention. Completed Prequalification packages, including the above referenced information, must be received by the City of Wilmington no later than 5:00 P.M., Wednesday, September 16, 2009 in order to be considered. This project will be bid as a single prime project.

Incomplete applications will not be reviewed and will be considered nonresponsive.

If you have any questions, please contact my office.

Sincerely,

Daryle L. Parker
Purchasing Manager

ATTACHMENT A

DETAILS OF PAST PROJECTS

Project 1

(Using a separate copy of this form for each project, provide details of three or more projects that are most similar in size and scope to the N. Front Street Streetscape and Utility Rehabilitation Project.)

1. Contractor Name: _____
If Contractor's Name is not the same as Applicant's name, state relationship (i.e. parent company, subsidiary, JV etc.): _____
Project Manager: _____
Superintendent: _____
2. Project Name: _____
Facility Name: _____
Project Location: _____

Contract # _____ Project # _____
3. Owner: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
4. Engineer: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
5. Construction Manager (if any): _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
6. Contract Dates (completion dates should reflect substantial completion - if not indicate)
Notice to Proceed: _____
Contractual Completion: _____
Actual Completion: _____

ATTACHMENT A
(Cont'd)

7. Description of Project: _____

8. Original Contract Value: \$ _____
Final Contract Value: \$ _____
Value of Change Orders to Date: \$ _____
Outstanding Claims to Date: \$ _____
9. Bonding Company: _____
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
10. List the five largest subcontractors on this project in terms of percentage of participation.
- a. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
- b. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT A
(Cont'd)

- c. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- d. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- e. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT A

DETAILS OF PAST PROJECTS

Project 2

(Using a separate copy of this form for each project, provide details of three or more projects that are most similar in size and scope to the N. Front Street Streetscape and Utility Rehabilitation Project.)

1. Contractor Name: _____
If Contractor's Name is not the same as Applicant's name, state relationship (i.e. parent company, subsidiary, JV etc.): _____
Project Manager: _____
Superintendent: _____
2. Project Name: _____
Facility Name: _____
Project Location: _____

Contract # _____ Project # _____
3. Owner: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
4. Engineer: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
5. Construction Manager (if any): _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
6. Contract Dates (completion dates should reflect substantial completion - if not indicate)
Notice to Proceed: _____
Contractual Completion: _____
Actual Completion: _____

ATTACHMENT A
(Cont'd)

7. Description of Project: _____

8. Original Contract Value: \$ _____
Final Contract Value: \$ _____
Value of Change Orders to Date: \$ _____
Outstanding Claims to Date: \$ _____
9. Bonding Company: _____
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
10. List the five largest subcontractors on this project in terms of percentage of participation.
- a. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
- b. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT A
(Cont'd)

- c. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- d. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- e. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT A

DETAILS OF PAST PROJECTS

Project 3

(Using a separate copy of this form for each project, provide details of three or more projects that are most similar in size and scope to the N. Front Street Streetscape and Utility Rehabilitation Project.)

1. Contractor Name: _____
If Contractor's Name is not the same as Applicant's name, state relationship (i.e. parent company, subsidiary, JV etc.): _____
Project Manager: _____
Superintendent: _____
2. Project Name: _____
Facility Name: _____
Project Location: _____

Contract # _____ Project # _____
3. Owner: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
4. Engineer: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
5. Construction Manager (if any): _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
6. Contract Dates (completion dates should reflect substantial completion - if not indicate)
Notice to Proceed: _____
Contractual Completion: _____
Actual Completion: _____

ATTACHMENT A
(Cont'd)

7. Description of Project: _____

8. Original Contract Value: \$ _____
Final Contract Value: \$ _____
Value of Change Orders to Date: \$ _____
Outstanding Claims to Date: \$ _____
9. Bonding Company: _____
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
10. List the five largest subcontractors on this project in terms of percentage of participation.
- a. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____
- b. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

- Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT A
(Cont'd)

- c. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- d. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
- e. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____